

Internal Program Transfer Form

AAPoly Programs



Please write in CAPITAL LETTERS only in a black or blue pen

Section A: Personal Details

AAPoly Student ID:

First Name:

Family Name:

Contact Number:

Section B: Proposed New Program Details

Program Name:

Program Start Date:

Section C: Reason for requesting transfer

Do you wish to apply for credit of previous study? Yes No

Do you wish to transfer the courses that you are currently enrolled into your new program? Yes No

Original Program Name:

Program Start Date:

Effective From:

Section D: Supporting Documentation

AAPoly Student Statement of Purpose

Evidence of exceptional circumstances

Section E: Student Declaration

I hereby apply for Internal Program Transfer and acknowledge that I have read and understood Academies Australasia Internal Program Transfer Policy and Procedure. I am aware of the Academies Australasia Polytechnic Pty Limited's Refund Policy and Procedure. I understand that if my application is not approved, I can access the Complaints and Appeals procedure (available at <http://www.aapoly.edu.au/gcprocedure>).

Student Signature: _____ Date:

Office use only

\$100 Change Course fee Received by: _____ Date:

Approved Rejected Signed by: _____ Date:

Head of Department / Program Coordinator

Reason: _____

Paradigm Updated Class List updated LMS Updated Reported via PRISMS Student Notified